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2 **TOWN OF NORTH HAMPTON, NEW HAMPSHIRE**  
3 **MUNICIPAL BUDGET COMMITTEE MEETING**

4 **NOVEMBER 15, 2021 6:00 PM**

5 **NORTH HAMPTON TOWN HALL**

6 ***DRAFT MINUTES***

7  
8 MEMBERS PRESENT: Chairman Rick Stanton, Vice-Chairman Brian Goode, George Chauncey, Frank  
9 Ferraro, Sean Dionne, Andrew Raucci, Charles Gallant, Select Board Rep James Sununu, School Board Rep  
10 Tom Von Jess

11  
12 LIBRARY TRUSTEES PRESENT: Kathleen Kilgore, Director Sue Grant, Emily Creighton, Liz Herold

13  
14 ALSO PRESENT: Town Administrator Michael Tully, Finance Director Ryan Cornwell, Police Chief Kathryn  
15 Mone, Fire Chief Jason Lajoie

16  
17 **AGENDA**

18  
19 Chairman Rick Stanton welcomed everyone to the November 15, 2021 North Hampton Municipal  
20 Budget Committee Meeting and called the meeting to order at 6:00 pm, followed by the Pledge of  
21 Allegiance.

22  
23 **OLD BUSINESS**

24  
25 **Approval of the Minutes of November 1, 2021**

26 Minutes not received; postponed to next meeting.

27  
28 **NEW BUSINESS**

29  
30 **First Review of Town Proposed FY2023 Operating Budget**

31 Town Administrator Michael Tully said the FY2022 Town Budget is \$7,694,313, and proposed FY2023  
32 Budget is \$8,093,279 for an increase of \$398,000 or 4.19%, which includes proposed Library Budget as  
33 submitted. Difference between Operating Budgets, Defaults to Proposed: FY2023 Default Operating  
34 Budget \$7,893,437 (may change with Library), FY2023 Proposed Operating Budget \$8,093,279, for  
35 difference of \$199,842 or 2.53%; FY2022 Default to Proposed Operating Budget difference of 2.59%.

36

37 Differences driving costs: Default Budget \$7,893,437; Salaries/FICA/Medicare/NHRS increase of \$130,181;  
38 Library increase \$36,542; Social Services decrease -\$25,000 (into Warrant Article); Overtime increase  
39 \$23,665; Vehs/Equip/Maint/Rental increase \$22,519; Legal down -\$15,000; Trng & Educ down -\$14,200;  
40 Solid Waste Disposal increase \$9,350; Highway/Other increase \$7,470; Data Proc/Lic/Contract Services  
41 increase \$6,750; Police/Other increase \$6,350; Electrical increase \$4,350; Fire/Other increase \$3,227;  
42 Other increase \$3,008; for Proposed Operating Budget of \$8,093,279.

43  
44 Town Administrator Tully said the pie charts show where money is spent with Personnel Costs 77%,  
45 Contractual/Statutory Obligs 16%, Fixed Overhead costs 2%, and Other Spending 5%. He presented a  
46 historical chart showing percent increases over the past 10 years from 2013 to 2022.

47  
48 Questions: Town Administrator Tully said Personnel costs include COLA; Mr. Raucci asked for clarification  
49 on tipping fees; Mr. Von Jess asked about reduction in Training costs and Town Administrator Tully said  
50 historically they are not seeing that spent; Mr. Gallant asked if Fire increase was due to physicals which  
51 Town Administrator Tully verified; Mr. Dionne asked if the \$500/month under Data Processing for IT Desk  
52 Services was for PCG, and Town Administrator Tully said it was included.

53  
54 Mr. Ferraro asked about the request to provide Cable/Internet/Phone spending for each department;  
55 Town Administrator Tully said Finance Director Cornwell broke it down by departments to see services  
56 and costs. Finance Director Cornwell said when 2022 ended the cost was just south of \$12,000 for all of  
57 those services across 8 locations with \$1,500-\$2,000 in savings by department heads. Town Administrator  
58 Tully said the bulk of the costs are internet services; new phone system to be paid for by grant, with some  
59 charges in Budget going forward. There was discussion about alternate internet services (Consolidated),  
60 Cable TV plans, and Town cell phone service.

61  
62 Vice-Chair Goode asked what the Overtime amount pertained to; Town Administrator Tully said a big thing  
63 is increased callback in the Fire Department, but numbers are town wide. Mr. Ferraro asked about a CBA  
64 on Warrant for March; Town Administrator Tully said he believed there would be a Collective Bargaining  
65 Agreement on the Warrant for the Police Department.

66  
67 Vice-Chair Goode asked about the GMA 7.4% Health Insurance increase and how it affects the Default;  
68 Town Administrator Tully said it is the same in the Default. Finance Director Cornwell said the Default  
69 Budget has to be set by the last week of January, but GMA is not known until March; when actual GMA  
70 comes in the amount is adjusted. Mr. Gallant asked about money returned by Health Trust; Town  
71 Administrator Tully said it will be about \$50,000 once received, with a percent going back to employees  
72 and remainder stays as a credit to Health Trust.

73  
74 Mr. Ferraro asked if Personnel Administration was a catchall for merit/health/dental; Finance Director  
75 Cornwell said just medical/dental. Town Administrator Tully said line 192 is 2% of last year's salaries for  
76 merit raises and PA Health Insurance is just for Administration. Mr. Ferraro questioned 4194-General  
77 Government Buildings/Custodial Salaries, and said current is \$6,214/yr and proposed is \$13,277/yr, with  
78 different salary figures in other parts of the spreadsheet. Finance Director Cornwell said our custodian is  
79 hourly and we need to annualize the salary; he increased from 8-9 hrs to 16 hrs and \$13,277 is current  
80 rate at 16 hours plus COLA.

81  
82 Mr. Ferraro said regarding 4440-Social Services it is incumbent on the Budget Committee to set the Budget  
83 for that line item to go to Deliberative. Town Administrator Tully said the Select Board feels people should

84 have more of a say in a Warrant Article. Selectman Sununu said he did not feel Social Services should be  
85 in the Town Budget and the Board decided to take it out for more clarity. Chairman Stanton agreed and  
86 said this is not essential to running the Town and a Warrant gives taxpayers the choice.

87  
88 Town Administrator Tully said these are valid programs our community uses, and each has to show a  
89 public good to the Town; this is merely a decision that the choice should be up to the voters. Mr. Dionne  
90 asked what the \$25,000 is to be spent on; Town Administrator Tully said charities we have given in the  
91 past with the amount capped to \$25,000.

92  
93 **Motion:** Mr. Ferraro made a motion to add \$25,000 back to the Budget under line 4440-Social Services;  
94 seconded by Vice-Chair Goode; Motion fails by a vote of 4-5.

95  
96 Mr. Ferraro asked that the narrative for Police Department Budget Guide be clarified. Police Chief Kathryn  
97 Mone said that holiday line reflects only paid holidays, with time-and-a-half covered in my Overtime  
98 Budget; the Police Department gets one check with extra pay for actually working the holiday.

99  
100 Mr. Ferraro asked to meet with Finance Director Cornwell for clarification on the Recreation Department  
101 Revolving Fund as credits and debits do not seem to line up. Mr. Gallant asked about overtime with  
102 increased call volume in Police and Fire and asked if things that need to be covered are being covered for  
103 public safety. Town Administrator Tully said each Department Head has to make decisions on what shifts  
104 and hours are covered and draw the line on what is reasonable for a budget.

105  
106 Police Chief Mone said juggling and decisions need to be made, and the main reason for overtime in the  
107 Police Department over the past few years has been because of vacancies and having to fill whole shifts  
108 with overtime rates at a significant cost. She said the department has been fully staffed for the last year  
109 and that is how we see being able to reduce from past expenditures; the Department is also exploring  
110 part-time officers.

111  
112 Fire Chief Jason Lajoie said it is a balancing act, with callback 25-28 hours/week; budgeted for 27 hours,  
113 but actually seeing callback to be 35-40 hours/week. He said he put an extra \$12,000 to try to meet the  
114 need but understand I had to bring that back out and will be trying carefully to make it work. Town  
115 Administrator Tully said Fire Department Overtime in this Budget is just under 9% and was originally 18%.

116  
117 Vice-Chair Goode asked Finance Director Cornwell if he could add another line item on the historical data  
118 for Warrant Articles passed (dollar amount), to which he agreed. Vice-Chair Goode asked if any of the  
119 older bonds under Debt Service could be retired; Town Administrator Tully said the Bond Bank does not  
120 allow it.

121  
122 Mr. Dionne asked about the \$259,000 cost of Fire Hydrants. Town Administrator Tully said they have  
123 argued the price for years, and the Water Company claims it is not just the hydrant but all upgrades and  
124 maintenance of pipes to provide that amount of water. He said certain members of our community live  
125 outside the hydrant district yet pay for it in their taxes; the Water Commission has argued the way it is  
126 calculated, and they are going through a rate case right now.

127  
128 **First Review of Library Proposed FY2023 Budget**

129 Library Trustee Kathleen Kilgore said she will be presenting the FY2023 Library Budget with Director Sue  
130 Grant; also present Assistant Director Liz Herold and Alternate Trustee Emily Creighton. She said the

131 Library Budget represents 6% of the Town Operating Budget and a revised budget was sent out since the  
132 last meeting. She reviewed the questions/comments sent in by Budget Committee members:

133  
134 Ms. Kilgore said there was a comment that Operations & Supplies was \$24,000 over spent funds in this  
135 year's Budget and a request for details of Library expenditures and supplies. She said actual spent for 2021  
136 was \$1,450 for new phone system for new building and \$1,244 for Cloud communications to go with that  
137 system; new book drop for \$3,807; \$1,650 marketing; \$950 in air cleaners; printers and ink \$300; new  
138 convection oven for new Library \$400; Zoom \$434; computer costs \$8,722; Creation Station and Children's  
139 Room \$1,949; \$3,000 on paper supplies; with total at \$24,000.

140  
141 Selectman Sununu asked about line 16197-Computer Systems for FY2022, and said the Budget was  
142 \$12,000, a significant increase over the \$3,500 for prior year; but in FY2021 an additional \$12,700 was  
143 spent over what was budgeted and asked if that was in addition to the \$12,000 FY2022 budgeted amount.  
144 Ms. Kilgore said prior to January 2020 IT was handled inside with a part-time employee, the Library then  
145 decided to go with PRS Group, and the figure provided is an estimate of our needs. For FY2023 \$16,197 is  
146 budgeted for computer systems based on the \$12,000 (FY2022) plus \$4,200 as an estimate.

147  
148 Chairman Stanton said the Committee is looking for is the actual figures the Library spent for FY2021,  
149 FY2022, and what is budgeted for FY2023. Mr. von Jess said computer services and equipment together  
150 in the same line is confusing, and Ms. Grant said she revised that page and also revised Health Insurance  
151 with the GMA figured in; for computers there is also a rotating replacement schedule.

152  
153 Ms. Kilgore moved on to Library Supplies and the question of some FY2022 supplies being purchased with  
154 FY2021 funds, and whether this line item would continue forward at double its historical rate. Ms. Kilgore  
155 said with the new building they do not yet know if there will be savings here and said most supplies were  
156 paper supplies and some book processing supplies. Chairman Stanton said the Committee is looking for  
157 what you are proposing to spend in the future.

158  
159 Ms. Kilgore said a question was asked about why the Library thinks maintenance costs will double in the  
160 new building and asked about preventative maintenance. She said the Library project is now in completion  
161 phase and BPS will be submitting a closed-out package to the Library which includes all manuals for all  
162 mechanical systems, site plans for the whole building, and where everything is laid out; once these are  
163 received a preventative maintenance plan will be created and put in place. Selectman Sununu said he had  
164 asked the question to determine if it was one of the reasons for increased costs here.

165  
166 Mr. von Jess said the challenge with the presentation is the formatting and process, and no standard  
167 accounting principles being applied here makes it harder to understand. Ms. Grant said the Library does  
168 not have an accountant or a fulltime bookkeeper and she keeps all the records; a part-time bookkeeper  
169 works 2 hours/month.

170  
171 Emily Creighton said at the last Budget Committee meeting it was stated that the Library overspent their  
172 FY2021 Budget and said the Library has never overspent and the \$300 was an error. Vice-Chair Goode said  
173 all the Committee can go by is the information provided to us from the Library, and said the Committee  
174 never received any information stating there was a mistake. Chairman Stanton said he realizes this is new  
175 for the Library trying to get it on a spreadsheet to integrate with accounting systems already set up. Ms.  
176 Kilgore suggested perhaps working with Ryan Cornwell to get the format correct. Town Administrator

177 Tully said he would be happy to provide assistance. Mr. von Jess encouraged Mr. Tully to not only look for  
178 formatting but also for budget lines.

179

180 Mr. Ferraro recommended that if the Library believes more bookkeeping hours are needed, they should  
181 come back at the next meeting with a request to increase the Budget by a specific dollar amount to that  
182 purpose.

183

184 Ms. Kilgore said a question was asked about how often the previous building was cleaned, and she said  
185 twice/week at \$639.33/month on contract, and they will continue twice a week in the new building and  
186 Ms. Grant said the contractor increased his estimate for the new building and the cost will go up to  
187 \$500/week; \$20,000 in the FY2023 Budget for custodian but should be \$26,000. Mr. Dionne said in the  
188 latest revision the cost is \$18,800.

189

190 Ms. Kilgore said a question was asked if the databases used by the Library were subscription items or one-  
191 time purchases; she said it depends on the database and some are by use; Ms. Grant said the ones by use  
192 are capped. Ms. Kilgore said the last question asked for a description of the \$36,000 AV Systems  
193 referenced in FY2021 actual expenditures. She said the \$36,000 was for a contract with Audio Video  
194 Experience (AVE) to outfit the new Library with state-of-the-art audio/video. Ms. Grant said there is  
195 \$25,000/year for a maintenance plan with AVE; Mr. von Jess said maintenance is different from licenses  
196 and hardware and the Committee needs to understand all of those.

197

198 Selectman Sununu said some licenses or digital media were paid for 2 years with FY2021 funds and asked  
199 if they would go forward in 2-year increments; Ms. Kilgore said they would like to make that a flat line.  
200 Selectman Sununu said under Staff/Hourly the original proposed Budget last year was \$97,000, but actual  
201 for FY2022 is up to \$120,000 and asked if it was due to increased hours or wages. Ms. Grant said it reflects  
202 the change in our structure to 2 fulltime staff members and a part-time Youth Librarian moved to Staff  
203 Hourly. Vice-Chair Goode asked that the Committee get a detail on that.

204

205 Mr. von Jess said savings from part-time IT should be reflected and COLA should match the Town to make  
206 sure we all use the same data set. Selectman Sununu said the regional CPI is what is used as a basis for  
207 budgeting COLA and advised the Library to stick with the same month every year.

208

209 Chairman Stanton asked that the Library revise their Budget sheets with all the information gathered  
210 tonight and make changes by the next meeting, but Budget Committee members argued this is the Budget  
211 submitted and there should be no revisions made. Mr. Ferraro advised the Library to make  
212 recommendations to the Budget Committee ahead of the next meeting for any changes. Vice-Chair Goode  
213 said the Trustees have been putting together budgets for decades and this is not the first; the process  
214 now is coming to the Budget Committee and not going directly to the Town.

215

216 Ms. Kilgore said figures in the Budget we have given you will stay as they are, and this is the budget of the  
217 Budget Committee to move on. Chairman Stanton said the next review of the Library will be Monday,  
218 December 6, 2021.

219

220 **ANY OTHER ITEM THAT MAY LEGALLY COME BEFORE THE COMMITTEE**

221 **PERIOD OF PUBLIC COMMENT**

222

223 **Next Budget Committee Meeting:** November 15, 2021

224

225 **ADJOURNMENT**

226

227 Vice-Chair Goode made a motion to adjourn the meeting which was seconded by Mr. Chauncey.  
228 Chairman Stanton adjourned the Municipal Budget Committee Meeting at 8:20 pm.

229 Respectfully submitted,

230 Patricia Denmark, Recording Secretary

DRAFT